



Department of Fire Services

Scott French, Director

2000 Denison ♦ Manhattan, KS 66502 ♦ 785-587-4504 ♦ Code Services 785- 587-4506 ♦ Emergency Dial 911

Apartment Building Fire and Life Safety Checklist

Building Exterior

- Address properly displayed on street side of building
- All unit numbers are properly displayed
- Fire hydrant and fire department connection (if applicable) have 36" clearance
- Knox box (if required) has proper keys
- Fire escape present if needed
- Dumpster proper distance from building

Exits and Egress

- All exits functional and unobstructed
- Doors and locks approved
- Emergency lights are visible, secured and working
- Exits signs are visible, secured and working

Electrical

- Electrical rooms properly marked
- Electrical panels have proper access
- Emergency light breakers marked
- All electrical opening covered in panel
- All electrical cover plates in place

Mechanical Rooms

- Mechanical room doors identified
- Boiler room identified
- Current boiler certificate present for boilers greater than 85,000 gallons and /or greater than 200,000 btus
- Proper clearance around appliances
- Mechanical room clear of storage

Elevators

- Emergency phone works properly
- Elevator room properly marked
- Elevator room free of storage
- Minimum 2A10BC fire extinguisher in room

OVER

Apartment Building Fire and Life Safety Checklist

Page 2

Fire Alarm Systems

- Panel showing normal operations
- Documentation of annual inspection present

Smoke Detector and Carbon Monoxide Detectors

- Documentation of smoke detector numbers and testing
- Documentation of carbon monoxide detector numbers and testing

Fire Sprinkler Systems

- Sprinkler room door properly labeled
- Documentation of annual inspection present
- Sprinkler head coverage adequate
- All escutcheon collars in place
- Sprinkler heads free of paint and debris
- Sprinkler heads unobstructed by storage
- Spare sprinkler cabinet present with sprinkler head wrench and at least six spare sprinkler heads (minimum two heads of each type and temperature)

Fire Extinguishers

- Documentation of annual inspection including number of extinguishers present

Miscellaneous Items

- Roof access identified
- All sheetrock/ceiling tiles on walls or ceiling in place
- Dryers are properly vented